



THE COUNTY OF KAUAI

DEREK S. K. KAWAKAMI, MAYOR

MICHAEL A. DAHILIG, MANAGING DIRECTOR

News Release

For Immediate Release: May 7, 2020

DEPARTMENT OF PUBLIC WORKS
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County of Kaua'i announces modified Standard Operating Procedures (SOPs) for Department of Public works – Building Division

In order to provide for the health, safety and welfare of the public and County employees, the Department of Public Works – Building Division customer service counter has reopened to the public with new guidelines.

First priority will be the issuance of approved permits in the queue so that construction may resume as soon as possible.

Our customer service counter hours are from 7:15 a.m. to 5 p.m., Monday through Thursday.

- Customers with approved Building Permits are asked to call ahead and schedule an appointment to pick up approved permits, and will also be given preference.
- Walk-in customers should have their permit application(s) completed before approaching the front counter. A table is stationed outside the front door with applications and pens.
- Only two customers at a time will be allowed into the lobby, and masks are required for all customers entering the building.
- Building Division staff will process two to three transactions per customer.



- Markers spaced six feet apart on the front entrance sidewalk will assist in social distancing.
- New building permit applications may also be submitted online to our email address: building@kauai.gov.
- Building, plumbing, and electrical inspectors will accept inspection requests for all active permits. Please submit requests at least 48 hours ahead of the anticipated inspection date.

Inspector contact information (telephone and email) is available on our website www.kauai.gov under the headings Government/Public Works/Building Division.

As the State of Hawai'i is under a stay-at-home order through May 31, 2020, inquiries regarding general construction, electronic plan review, inspections, violations, property or Realtor queries will be accepted by telephone or email.

For more information please call the main office number at (808) 241-4854, or via email address at building@kauai.gov.

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